

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, January 4, 2010

CALL TO ORDER

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall

ROLL CALL

Present: Dave Thomas, Ed Comerford, Ed Fuentes, and Anna Marie Jones

City Staff: Human Resources Director Tami Yuki and Public Services Director Klara Fabry

APPROVAL OF MINUTES

The minutes of December 8, 2009 were approved.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Review of Job Descriptions for Public Services Department

Human Resources Director Yuki stated that based on discussions with the Public Services Department, there was a slight change to the job descriptions. Public Services Director Klara Fabry stated that after discussions with the Water Division staff, there was an additional proposed change to the two job descriptions. The "Chief Plant Operator" designation needed to be changed from the Water Services Manager position to the Water System and Conservation Manager, and the "back up Chief Plant Operator" needed to be changed to the Water Services Manager job description. Public Services Director Fabry said that the change was based on the fact that the Water System and Conservation Manager was responsible for being knowledgeable on changes in water quality, collaborating and communicating with the State and other agencies.

Public Services Director Fabry stated that the Chief Plant Operator is the responsible person for general oversight of the water division. The Water Services Manager is listed as the back up Chief Plant Operator. The Chief Plant Operator does not have to be the hands-on person actually working on the pumps, but the Chief Plant Operator is the point person and responsible person for the State Agency.

Public Services Director Fabry said that she had discussions with department about overall changes, but was sensitive to communicating the changes in the job. She wanted to confirm agreement with all levels of the organization before discussing detailed job changes.

Public Services Director Fabry confirmed that the Water System and Conservation Manager job responsibilities are at a higher level than the Water Services Manager position; however, the water certification requirements are the same for both positions because of the State regulations for the Chief Plant Operator designation. The main difference between two positions is the water conservation and water quality focus vs. the water operations focus.

The Personnel Board proposed the following changes to the Maintenance Services Manager position:

Page 4 of 11, Under education and experience change to “An AA/AS degree or higher in a related field is highly desirable.” This language should be applied and consistent throughout the job description for all maintenance manager series. Under the minimum qualifications, and “Knowledge of”, move the word “water” to after the word “wastewater”, and add a semicolon after “maintenance program”.

Page 2 of 11, Move “processes and resolves employee grievances” to page 3 by “evaluates subordinate’s performance and prepares performance evaluation reports.”

Page 3 of 11, Move “Investigates citizen complaints; develops notification letters and other public information documents as appropriate” to page 2 by “Represents the City in resolution of citizen inquiries and complaints...”

Page 5 of 11, Correct spacing problem

Page 6 of 11, Under “Knowledge of” add the word “and” before “graffiti”; under “Ability to” remove the “s” in the word “impacts”

Page 9 of 11, Under “Additional Special Requirements”, strike out “Possession of a California Water Environment Association (CWEA) Wastewater Collection Grade 4 Collections Systems Maintenance Certificate or the appropriate” since it is not a state requirement; the language change allows for maximum flexibility and a more broad applicant pool.

Page 10 of 11, Under “Knowledge of” change “principals” to “principles”; change format error under “Additional Experience and Education.”

Page 11 of 11, Under “Additional Essential Duties” remove “property-owner” and replace with “those”.

Personnel Board Member Ed Fuentes made a motion to adopt the Maintenance Services Manager job description with the edits; Personnel Board Member Ed Comerford seconded the motion. The motion passed.

The Personnel Board recommended the following changes to the Water System and Conservation Manager job description:

Page 1 of 5, Under “Essential Duties and Responsibilities” change “response” to “responses”.

Personnel Board Member Ed Comerford requested clarification on the Chief Plant Operator title. Public Services Director Fabry responded that the State needs a person to be designated as a Chief Plant Operator, and this person is the one who is legally responsible for the system. The Chief Plant Operator does not need to be the person who actually works on the water system.

Page 3 of 5, Under “Ability to” add, “read and interpret” before “pertinent Local...” Under “Education and Experience” remove the semicolon after “field”. Under “Special Requirements” remove “Possession of both a State of California Grade 2 Water Treatment Operator Certificate (T2) and a Grade 4 Distribution Certificate (D4) by the completion of the probationary period to act as the Chief Plant Operator”. Public Services Director Fabry stated that the State requires that at least one staff person should have the required certifications. The department stated they would like the flexibility to have broad minimum qualifications.

Page. 4 of 5, Under “Work Environment” need to add “s” to the word “situation”.

Personnel Board Member Fuentes made a motion to adopt the Water System and Conservation Manager with the edits. Anna Marie Jones seconded the motion. The motion passed with Dave Thomas abstaining.

B. EEO-4 Report

Human Resources Director Yuki stated that the EEO-4 report is filed with the Federal Government every 2 years by October 31 of each year. The City Council does not get a copy of the actual report, but they received a copy of the Personnel Board agenda packet with the analysis. Personnel Board Member Fuentes stated that this report is reviewed by the Department of Labor, and if there discrepancies or if they feel there is “adverse impact”, they will notify the organization.

The overall analysis shows that there are less temporary employees in 2009 than there were in 2007 with and a few more permanent employees in 2009 than 2007. There are also more professionals than skilled craft/maintenance workers.

Director Yuki stated that there are no significant changes in the total number of people that were hired or work for the City, but only changes in how people were categorized. According to the EEO-4 guidelines, for example, Fire Captains who used to be the Public Safety category, have now shifted to the Professional category. The other change was that Custodians who used to be in the Skilled Craft category moved to the Service Maintenance category.

The following categories are used in the EEO-4 report:

Officials/Administrators – Department Heads and Assistant Department Heads/Division Managers

Professional – Managerial positions

Public Safety – Police and Fire positions (non-management)

Administrative Support – Clerical workers including Public Safety Dispatchers

Paraprofessional – Library and Recreation positions

Service Maintenance – Parks Maintenance and Custodial Maintenance

Skilled Craft – Public Worker Maintenance

Personnel Board Member Thomas stated that there was a lower number of maintenance positions in 2009 than in 2007. Personnel Board Member Fuentes confirmed that the 2009 data is as of June 30, 2009 and does include vacant positions, but filled positions. He asked how many vacancies were in the skilled craft or service maintenance positions.

Director Yuki did not recall the service maintenance vacancies, but stated that when the last fiscal year budget was adopted, 10.5 positions were eliminated and did not think they were at the service maintenance level, but management and mid management positions.

Personnel Board Member Fuentes stated that 78.2% of the City’s workforce is “White” according to the EEO-4 form, with the remaining workforce are minorities. The number of “white” employees decreased while most of the other groups increased. Even with all the organizational changes in the last fiscal year’s budget, it did not affect the number of the ethnic groups.

C. Board Members Comments

Personnel Board Member Fuentes asked when will the new City Council Liaison be appointed. Director Yuki stated the liaisons for all the boards and commissions will be appointed at January's City Council meeting.

Personnel Board Member Thomas stated that he would like to see all comments from staff on job descriptions to be organized and concise. He would also like to see updated organizational charts. Director Yuki explained the job description process and stated that the department speaks to staff about proposed changes, but will not show the actual job descriptions. The City cannot directly deal with employees represented by the Union.

Director Yuki stated that the City Council approves the budget with new positions, but does not see the actual job descriptions. The organizational charts that the Personnel Board receives are the actual organizational charts adopted from the most current budget.

The Board recommended that staff bring in the original organizational chart adopted in the budget in addition to a new proposed organizational chart with the change(s).

Personnel Board Member Thomas said that the Personnel Board's role is to check on minimum qualifications, specifically education, and to make sure there is a check and balance. The departments need to make sure that employees know about the minimum qualifications and educational requirements in order to get promoted.

Both Personnel Board Members Fuentes and Thomas would like to discuss with City Council Liaison the role, responsibilities, and expectations of the Personnel Board.

Personnel Board Member Thomas voiced concerns about the two Public Services job descriptions, and wanted more information on the chain of command in the department. He requested that Director Yuki provide this additional information to the Board in a quick email. This would not change the action by the Board.

The next meeting will be held on Monday, Feb. 8, 2010 at 5:30 pm

ADJOURNMENT

The meeting adjourned at 7:27 p.m.